

Chronology of Procedural Changes in Intellofax System and IPI

1947.

June Intelligence Subject Code  
25X1A7B  
July ☐ Indexed (according to 10 major subject and 100 areas)

1948.

April OO-B's coded and abstracted  
August Slashes with AMS area codes to denote political-geographic concepts  
September All "A" (attache) type documents codes; none abstracted ~~25~~  
documents coded. 25X6A  
December ☐ contributed abstracts to Intellofax  
Inauguration of Batch System.

1949.

January FLASHES added to Intellofax and Flash file begun  
BASIC INTELLIGENCE FILE BEGUN  
Executive Registry added to Intellofax  
Use of ISC for ☐ (1 code only) 25X1A7B  
Security Classification codes to include distribution controls  
"S" (serial) type documents put into Batch System  
Loan items coded and abstracted  
Abbreviation File begun  
March OSI contributes abstracts to Intellofax. Contributor code  
punched in Col. 21.  
April 11-12 All Unclassified and Restricted State Indexed. 25X6A  
22 All documents from ☐ Latin America, and African  
posts Indexed.  
25X6A ☐ desk contributes abstracts to Intellofax. Expanded  
area codes for ☐ (50M/, 1K/, 40M/)  
August 31 Resumed indexing of reports from Latin America and Africa, 25X6A  
and all State  
Distribution Warning /9 for SO-X's.

1950.

January All NIS's regardless of classification stamped on cover  
or sections-automatically coded SECRET  
ORE/Ceylon desk contributes abstracts to Intellofax  
February Elimination of "A" and "S" punched in column 15  
Use of source locator 0615 for OO'B's rather than report  
number  
Elimination of punching day of publication (cols 21-22)  
Elimination of punching date of information (cols 26, 27, 28)  
Control number punched in columns 27-32.  
Related areas (2 additional codes of 2 spaces each) added to  
card columns 19, 20, 21, 22)  
ORE ☐ contributes abstracts to Intellofax. Expanded area  
codes for Iran (5K/ )  
May ORE/EE-agriculture contributes abstracts to Intellofax  
September ORE/NEA: African desk contributes abstracts to Intellofax  
Physics Scientific Journals (called PR's) abstracted  
AREA file started  
October ORE/EE-Chemistry and Transportation contribute extracts to  
Intellofax

January /9 for CIA IM's 25X1A7B  
No names taken out from ☐ for BR

February ORR contributes extracts to Intellofax  
Army Documents bearing "Special Handling" and  
Distribution Warning phrase coded CIA/Internal Use Only  
(changed 4 December 1952)

March Joint Weekas Nodexed

April 20 Discontinued /9 for SOX's and SO-DB-X's  
☐ Far East Survey no longer indexed

July Prefix digit slash for 700's (forerunner of Modifiers)  
Contributor and sequence codes punched into cards of ORR and  
OSI abstracts (called "A" file; eliminates second related  
area for this "A" file)  
Codes for railroad system of USSR punched in first related  
area filed for 755 section of ORR cards).

August Classify "DISCREET" as /9.  
/9 for SO-X's and SO-DB-X's (field reports) marked "CIA Army,  
Air"

September DISCREET changed to CIA only  
25X1A7B ☐ Weekly Confidential Economic Reports indexed  
T control numbers given to all documents purely transmittal  
in nature.

November Finished Intelligence "x" punch coded to all cards  
Extra cards run for Reference on all CIA FIN Intell  
Use of prefix alphabetical designation with AMS area code  
where nine breakdowns already used up (e.g., A41L)

1952

January Backlog STIB's indexed  
25X1A7B

February ☐ Daily and Confidential indexing suspended

March 1 Merged "Abstract File" with regular file  
GMS indexing begun

April 28 Army "Who's Who" and Joint Weekas" placed in Nodex batches

May ☐ Dissemination indexed. 25X1A2G

June Receipt and indexing of German unnumbered material from SO

July Unpunched IBM cards on Basic and Abstracts sent to OTR  
ICF's from FEC taken out of BATCH System and placed on Standard  
Distribution.  
☐ stamped US officials Only. 25X1C8A

August 25 CERP enclosures sent to Book Branch

27 Enclosures described on mat

September 4 Flash books maintained by Analysis only  
T-batches discontinued

October 8 Discontinued coding JIB summaries

November 3 All photographic material Nodexed  
25X1C8A

13 JIC (Applepie) no longer stamped CIA/Internal Use Only;  
all other ☐ stamped CIA, but coded /9

December Basic Intell, Flashes, and Miscellaneous Abstracts IBM cards sent  
to G-2 Library.  
2 political geographic areas set up for specific International org  
izations  
4 Army documents bearing "special handling" and distribution

1953

January IPI began  
Terminal digits for 732's

February Intellofaxing of Chinese Periodical Index (CPI) and  
Chinese Annotated Bibliographies (on OO-W's)  
9 Selected codes in Fin Intell Reports given xx punch for  
purpose of bringing out Fin aspect.

March New batch procedure (i.e., sticky mat Distribution Ladder)  
5 /9 on FI information reports bearing Critical Security stamp  
20 All Order of Battle except Fin Intell Indexed.

April 1 Discontinued sending Fin Intell IBM cards to Reference

May OSI Geophysics contributes extracts instead of abstracts to  
Intellofax.

June 1 Chinese Economic Statistical Charts (CESC) intellofaxed  
25X1C8A 30 and card file by commodity maintained  
[redacted]

July EDAC's and IWG's Intellofaxed  
7 Destroy OO carbons (per verbal instructions from Mr. Boyle-OO)

August 21 IBM cards for all IAC Fin Intell to receive xx punches and  
Reference to resume maintenance of Fin Intell card file  
as distinct from BASIC INTELL file (only x punch).

September 3 Type codes on TS mats (to help TS Control) 25X1C8A  
10 /9 for all [redacted]  
[redacted]

25X1C8A 14 Subject and area codes written directly on all OO  
information report mats.  
OO-W's on Conferences placed on Standard Distribution.  
Typist makes 1 control card for Circulation. Not indexed.

October IPI added Fin Intell and title changed to Intelligence  
Publications Index.  
6 New 622 and 623 Sections  
Discontinue cross reference 7/ with 751.3 and 751.4  
Discontinue related areas for East-West Trade  
Using carbon for all OO's to reproduce code on slip under  
multilith mat. Discontinue use of Code Sheet for OO's.  
(Rescinded December 1; analyst writes on Code Sheet and  
typist types codes onto mats).  
12 OO-H series begun  
15 Subject and area codes written directly on all Air Force  
attache ozalids.  
Revised 743.3 Railway Equipment Section

December Began coding subject and areas directly onto CS mats in K Bldg.

1954

January Draft of Abbreviations (1) CIA (2) U.S., British and  
International

February 1 Issuance of new Intelligence Subject Code (January 1954 edition)  
Revised 648.2 Section  
16 /9 eliminated from documents marked "CIA Internal Use Only  
Distribution Warning. This includes [redacted] 25X1C8A  
[redacted] and ONE-SE's if marked CIA only. 25X1C8A  
25X1C8A Tapes for outside requests will eliminate /9 as in  
past except for OO-W's [redacted]  
[redacted] (for CIA, Army, and Air),  
FDD-U's.  
23 Change in area underlining for area files (Western Europe no  
longer underlined).

March 1 Inauguration of expanded list of action codes for 700 Section  
4 Completion of CESC project 25X1C8A  
25X1C8A 8 Approved For Release 2004/09/23 : CIA-RDP84-00951R000300040003-4 to 43P.  
No conversion made.  
22 Inauguration of microfilming State reports. MICROFILM PROGRAM began

1954 (Cont'd)

April 7 CS-DB Flashes for East German plan fulfillment, etc.  
12 Inauguration of microfilming Air Force ozalids  
15 Discontinued intellofaxing NIS's  
Discontinued batching, intellofaxing, and filing of OEEC's.

May 3 Discontinuance of specific city (post ) locator for Army,  
Air or Navy attache reports. Country locator suffice.  
See January 25, 1956.

June 24 "Official Use Only" to receive 4 Security Code.

July Training of 1st Air Force Analysts (see memo - July 21, '54)  
Completion of CPT and Chinese Annotated Bibliography project.  
Monthly Summaries (replacing CPT) not intellofaxed.  
6 Microfilming of Army and Navy.  
19 Typing alphabetical evaluation (F-2, A-1, etc.) directly  
after AF, ID, or ONI Number on multilith mat.  
26 Discontinuance of microfilming Nodex items. Typing pagination of  
enclosures.

August 1 Discontinuance of OO-H Series.  
16 Discontinue indexing most FDD Summaries and Reference Aids.  
17 Distribution of Abbreviation Publication CD-13. Distribution  
of CIA Library Control Card Symbols.  
Army dittos with enclosures coded directly on dittos for return  
to G-2 in 24 hours.  
Source locator, date, and underlining written on Air Force  
ozalids, and OO-s.

September 15 Discontinue typing control mats for Joint Weekas.  
Cable Branch to discontinue sending any copies to  
Library for filing.  
20 Microfilming CIA documents.

October 1 Revision of 743.4 and 5 Section of ISC.  
1 FOA material screened. That which is both nodexable  
and not to be disseminated will be thrown away by  
Liaison.  
Security classification of FDI reports changed from U.S.  
Officials Only to "CIA Internal Use Only".  
25 Revisions of 114 Section.

November 2 Negative microfilm sent to AFOIN instead of positive.  
10 Inauguration of OO-M Series  
15 Operation Cards 2, 3, 4, 5a, 5b, eliminated; only 1 and 5c

December Revised prefix digit slashes for 700 Section.

1955

MD began to punch accession date into all cards (this includes  
Flashes which are undated)

February 13 New Security Sheet  
18 Discontinue sending Fin Intell cards to Reference.  
23 Provide ORR/28X/64th enclosures from ozalids of Air  
attache, [ ] on aerial photos. Encl to  
be returned within 48 hr limit.

April 1 Security Sheet of 13 February superseded "Not for  
Attribution beyond IAC."  
4 Wringers Discontinued. Last Wringer - EP-152999 - on  
reel 1373. Now to come in as regular Air Force IR's.  
7 New Batch System  
22 Microfilm Nodexes with enclosures, further routing, or  
single copy.  
26 Abstracts typed directly on mats by typist (analyst  
prepares abstract on Transmittal Sheet and coded;  
filed by D number until reproduced card comes back  
from Reproduction so that codes can be copied from  
Trans. Sheet to card).

May 1 Approved For Release 2004/09/23 : CIA-RDP84-00951R000300040003-4  
13 New CSIT series. Use same locator as CS's (02-0404).  
Microfilm all CIA Nodexes.

1954 (Cont'd)

August 8 Area File - underline 1 subject for each area.  
22 Destruction of IPI Entry Cards after publication of Cumulative Issues.

November 17 Post Reports pulled out of batch; placed on standard distribution.

OSI/Medicine stopped abstracting.

1956

January 4 Navy masters with enclosures coded directly on masters for return to ONI in 48 hours.  
25 New Batch procedure. 2 digit source locator except for CIA and foreign government reports, and Top Secret added 11 July since TS cards are filed in TS Control by Source Locator.

February 1 Discontinuance of FOA screening by Special Unit. Screening of FOA material transferred to Liaison, State Branch.  
20 New 400 Section put into effect. All 400 numbers to be circled until further notice from M. Division to stop. (Stopped 1 June 1956).

March 15 Discontinuance of CIA/Army/Air on CSX Field Report Forms. Concurred in by RCM/RC (Starr King). Use only security controls indicated on document.  
26 Negative microfilm of every "D" G-2 item sent to G-2

May 9 State Limited Distribution and Limited Use to be coded CIA Only (See Memos from Liaison). Typist to type on mat CIA and State Only.  
23 1 negative microfilm of every C(G-2) item to be automatically sent to G-2 in addition to 1 microfilm copy of every D item (see 26 Mar.).

June 1 Stop circling 400 numbers.  
25 Stop coding of CS documents on mats in "J" Bldg.  
*Reference and CR#6 - abbreviations of Intelligence (Ref. of CD#13)*  
July 1 Stop coding of OO documents directly onto the mat.  
August 1 Cross reference aperture card made for every "C" item.  
New Batch System (Nodexes pulled out and sent to Reproduction separately by typists). Start with #1 batch, Stop using D letter for 16 mm.  
20 Key punchers to send extra unpunched Fin Intell card to Ellsworth Croop for Vital Records.

September 4 <sup>7 days</sup> Common Control number system adopted  
10 Rand Reports no longer cataloged. Selected groups to appear in IPI.  
14 FDD"U" reports need not be marked for Library of Congress any longer.  
Dissolution of Press Unit.

November 6 Reorganization - Dissem. part of Analysis Branch

December 6 All OO's began using 3,000,000 series for report number  
10 All CS's began using 3,000,000 series for report number  
11 M-IR material discontinued at request of IR; material will be marked M and serviced by Ly/Circ instead of IR (Ref Control) (Memo in file)  
19 Air Ozalids discontinued except for receipt of enclosures which CIA would not normally receive. (Similar to G-2 and ONI deal).  
Screening operation of Defense material begun. Transmittals of overt publications Nodexed, none disseminated except one to Acquisitions Branch. Library keeps no copy.  
No source card made except for Air.

OSI/Chemistry stopped abstracting.

1957-

- February 26 Transmittals of Defense overt publications (see Dec. 19 above) to be treated as all other Nodexes- one copy sent to Circulation for filing in hard copy, and source card prepared. 1 copy will still be sent to Acquisitions Branch.
- 25X1X4 [ ] program coordinated with Industrial Register. Ozalids and master dittos sent to IR on 24 hour basis for interpolation and explanatory notes. We will write [ ]
- 25X1X4 [ ] report) in parenthesis after title so that typist 25X1X4 can pick up on mat "more detailed indexing on these
- 25X1X4 [ ] reports is available in Industrial Register." (If doc is classified secret)
- March 4 U.S. Research reports Unclassified not to be Intellofaxed. IPI only. See July 1958.
- 7 ORR Evaluations to be microfilmed for aperture
- 8 Dummy aperture cards for Nodexes
- 12 Flash entries now counted separately on daily production. New Flashes to be included in Abstracts.
- 22 New CIA series - CR put out by LD, 3,800,000 block
- April 5 Microfilm ASTIA/AGO inter-library loan material
- 10 Nodex diplomatic exchanges.
- June 12 Experiment on CIA only - coding right after dissemination
- 17 Effective this date Air Force will send 6 copies of every report reproduced from ozalid.
- 20 Travel Folder: photo enclosures - IR will make prints of and will write on master "Photo prints in IR"
- 24 Typist type date of typing in parentheses after batch # (61350(18/57)
- July 1 Discontinue sending 3x5 slip notifying [ ] of single 25X1A9A copy items which cannot be sent to Vital Records. Use areas 11AM/C and 11AM/D for [ ] respectively for all subjects of ISC. 25X1A6A
- 17 Air Force began sending 1 page IR's in 6 separate bundles instead of stapled together.
- 18 All codes in Fin Intell reports given xx punch (This revises procedure of 9 February 1953)
- 23 Code sheets no longer microfilmed. Held for about 6 months in various sections of Analysis Branch.
- October 4 Current Support Memorandum (from ORR/CSS) intellofaxed back and current issues. Intellofax and IPI only the current issues. Copy must get warning notice (Originally affixed by Miss Wile; as of Jan '58- Processing Branch)
- December 18 Source Cards on TG documents to be sent to Circulation

1958

ORR/Shipbuilding stopped abstracting.

- January 6 D Dissemination card no longer microfilmed, but rather held by processing branch in batch sequence.
- 13 Master ozalid and ditto cover sheets need not be microfilmed if Nodex or Previously received.
- 15 Flash clerk from Processing Branch began her training to take over clerical operations of Flash procedure.
- 26 COMPOSITE GROUP (in Ly/Reference) established with 1 Senior Analysis Branch member on 1 month rotation.
- May 16 Single copy ACRA PAC reports (coming from DD/I Tokyo) to be intellofaxed and microfilmed. No dissemination made except hard copy of all to IR.
- May 20 BR series (backlog) to be entered in the IPI.
- July 2 Nodex Commerce "Weekly Economic Developments Abroad". Take us
- 7 Nodex and not IPI U.S. Scientific and Technical R & D Not IPI NIS's

25X1C8A 1958 (Cont'd) 25X1C8A  
 July 18 [ ] no longer kept in TSC. Batch and processed as any regular [ ] document. Back ones to be pulled out of TSC, microfilmed and source cards changed.

Sept-Oct. IPI personal interview survey of USIB Members (Wile, Brahm, Young, Mattison, Covell)  
 September 17 IAC changed to USIB.  
 CODIAC and PROCIAC changed to CODIB and PROCIB

OCT-DEC '58 [ ] Index by [ ] Contract ended 31 Dec. '58.

1959

25X1A5A1

14 Jan-16 Feb. One copy pulled for ADG Minicard experiment

March 3 /9 used for "USIB Reproduction Prohibited". and typed on mat.

May 7 CIA Flashes (about 12) discontinued because of irregularity of issuance.

26 Outside distribution of DB's to be circled on Processing Copy by code so that typist can type onto mat the agency or agencies to which it was disseminated. This will help Composite Group in screening tapes.

June 16 Send CIA code sheets to Air Force  
 Air Force Minicode sheets accepted for conversion into Intellofax. There will be no screening, therefore Nodexes and Flashes will be converted along with the regular material. Documents received with no code sheet will be disposed of by screening.

July 30 <sup>25X1A2D1</sup> Coding of [ ] reports in I Bldg. discontinued

Sept 2nd hard copy of CSM's to be received for transmittal to Vital Records rather than microfilm reel.

September 22 Front Office agreed to let us eliminate December and June issues of IPI and to incorporate that monthly info into respective cumulations.

23 Discontinue sending CIA code sheets to Air Force

November 1 Code State Economic Summaries with only 1 code - 780.

23 Typists need no longer type Case #, Guide #, RD #, on source cards (LD/Ly don't use them).

December 1 Nodex all COCOM documents  
 New guide to Security classification codes  
 State Limited Official Use Only - 4 instead of 4/9  
 State Limited Distribution or Limit Distribution -/9 instead of CIS Internal Use only

1960

January 12 New Encl. not to be microfilmed procedure  
 14 ASTIA. Ly/Circ agrees not to send us ASTIA documents which Ly receives for retention, only those for loan we will microfilm and index (if to be indexed)  
 Air Force: Source cards to Air Force discontinued.

April 1 Flashes discontinued (Old flashes pre 1955) will be automatically purged in 5 year purge in 1960).

May 23 [ ] Overt Intelligence Report received again as enclosures to ditto program. Industrial prochures to be microfilmed for IR.

June 1 Ditto Program (Army) ended.  
 These enclosures will now be received on Actafilm cards which will be filed in Aperture File. (Procedure 6 June 1960)

September 1 Discontinue Intellofaxing Finished Intelligence (depend on IPI).

1960 (Cont'd)

October 1 Discontinue Intellofaxing unclassified translations  
(see memo October 5 under Misc.)

November 1 New Intellofax System (new ISC) put into effect 100% except for  
backlog.  
10 Discontinue returning Minicard Code Sheets to Air Force.

January 3 *Composite Group 1961 renamed Intellofax Reference Group (IRG)*  
ONI, OP M5 began using ISC and system similar to Intellofax  
March 3 Full source card entry on all Modex-M.  
6 BSSO (single copy) to IR - ORR for retention coded and  
microfilmed.  
Coding Section of Analysis Branch divided into 3 area  
specializations.  
16 State Limited Distribution (written in red) to be stamped  
"CIA Internal Use Only" (AD/CR approval).

April 1 WEEKAS received by despatch number transferred from Cable  
Section to be processed and disseminated by Analysis Branch.  
14 Treat ACRAPAC as any other document as far as nodexing is  
concerned.

June 12 Innovation of State numbering system using post locator and  
despatch number as the 7 digit.

September 12 Memos of Conversation batched coded and microfilmed.

November 28 One copy of every State despatch regardless of subject to OBI/  
Research. (discontinued February 1962 with new OBI/R requirements)

1962

January 8 State Airgrams disseminated by Analysis Branch. Not coded  
or screened.  
11 Industrial Register given up detailed indexing of [ ] 25X1X4  
25X1X4 [ ] Trip reports. Analysis Branch will give these  
reports the same treatment as any other report considered  
for Indexing. (note of Feb 1957 no longer typed on mat) 25X1A6A  
25X1A6A Advance dissemination of [ ]  
[ ]  
22 State despatches to ORR Reading Panel through Selection Staff.  
BSSO's will no longer receive the 2,000,000 Army Control  
number on the copies (a) we receive from Army. (per Major  
Sanders).

March 1 January 1962 edition of ISC distributed and put into  
use by CIA, Air, and Navy.  
25 ORR reproducing its own copies of USAREUR raw reports received from  
DD/I rep in [ ] Analysis Branch receives original  
25X1A6A copy. ORR given block of 9,600,000 numbers.



(ONE) (Continued)

May BR to receive 1 copy of every State despatch

July State Despatches no longer called despatches; term "Airgrams"  
File of State Airgrams (Jan-June '62) turned over to the Ly. Outgoing State Airgrams disseminated by Document Division and Nodexed; all Airgrams handled as former despatches. Incoming AID Airgrams disseminated by Document Division; no source card, no microfilming; 1 hard copy to Ly.

4 Sept. Screen AID incoming for Intellofax; begin 7 digit control numbering to identify post and report # preceded by dash (-) Number USIA with ampersand (&) & post locator and report number. Dissemination Section transferred to Dissemination Control Branch

23 October Expedite (Priority) all documents on Cuba  
Expedite, not priority after November 20.

13 November Area code CIA Nodex-M's

20 November Expedite thru system all documents on India & Yemen

✓ 12 December Rand Rpts. (per [redacted]): index only in 25X1A9A  
IPI, do not microfilm, no 9,000,000 control number, no source card.

1963

January DIA 10 digit numbering system effective on Air, Army, & Navy documents.

15 January Map Ly call number for maps cited in OO-B's (as on file in Map Ly) will be added by typist next to enclosure citation "on file in Map Ly#\_\_\_\_\_

✓ 29 March Source card no longer needed on CIA Finished Intell in IPI  
Crew lists from Navy IR's - Nodexed.

June No photo intelligence Intellofaxed

July All Translations Nodexed.  
State, AID, and USIA assigned 10 digit meaningful control number

September All translations except Com China nodexed.  
[redacted] removed from Nodex list. Apply normal Nodex Standards to  
25X6A Source cards for IPI entries needed only if a control number appears; none needed for Standard Distribution items in IPI.

Sept Summaries-abstract political summaries  
September Non-CIA cable indexnig experiment begun.  
Control number Z plus 8 digits plus year assigned.

November Actual indexing <sup>for CIA cables</sup> for Library.

1964

12 February All translations from newspapers, magazines, books Nodexed.  
All others indexed or considered for indexing.

4 March [redacted] for 25X1X4  
Processing. (See procedure under miscellaneous)

12 March OEL-B Reports from DDS&T (3/850,000-3/854,999 until 1 July 1964)

✓ 1 April Collateral non-WPIC PI reports - in IPI & Intellofax  
7 Summar reports (political and economic) coded on detail as well as 2 Tag-SUMMAR.

✓ 21 Discontinue expansion of titles on Nie's and SNIE's in  
IPI and OCI weekly (per request of [redacted] ONE) 25X1A9A

24 July Resume assignment of 333.220 code to Travel Folder reports  
at request of OGS, since they are discontinuing the subject indexing of this material.

14 September Non-CIA Cable indexing stopped

1961

January CIA Map citations submitted by Map Library for incorporation in OGI weekly - CIA Issuance and in IPI/

March Indexing of FDD Summaries

7 June The Nodex standards eliminating scientific and technical organizations in Communist China from indexing is rescinded; these will now be indexed and 3 tagged.

September Priority all documents on Kashmir

September Documents dated prior to Nov 1960 received now because they were never received before need to be coded twice: Under current system to get microfilmed, and under old code book and Source Locator for different IBM card., etc.